

# (TEMPORARY) CERTIFICATE OF OCCUPANCY

<b>Subtopic</b>	TEMPORARY CERTIFICATE OF OCCUPANCY
<b>Section</b>	Inspections
<b>Application</b>	
<b>Fees</b>	Bond Required See <b>MISCELLANEOUS INFORMATION (below)</b>
<b>Submittal Requirements</b>	
<b>Submittal Deadlines</b>	Written request to be submitted a minimum of 3 days prior to date Temporary C of O is needed
<b>Review Periods</b>	3 days, as explained above
<b>Next Step</b>	Upon completion and approval of all inspections, return for Certificate of Occupancy.
<b>Contact Phone Number</b>	Stephen Long, Inspection Manager, 791-5550 x1147
<b>Resources</b>	Uniform Administrative Code Amendment, Section 309.4
<b>Prerequisite Approvals</b>	Seven mandatory requirements listed in the handout and approval by building and sign inspectors. Handout may be obtained at the Ambassador's desk.
<b>Possible Concurrent Reviews</b>	
<b>Miscellaneous Information</b>	A cash or performance bond is required for a temporary C of O. The bond amount will be for 1% of the project valuation, with a minimum bond being \$1,000 and maximum \$10,000. The bond form can be obtained on-line. Please be sure to have the bond form notarized before submission to staff.